

To: Vendors

From: Pitt County Environmental Health Division

Subject: Temporary Food Permits

In order to protect, promote and assure the health of the citizens of Pitt County, Pitt County Environmental Health requires that all vendors and organizers apply for a temporary food stand permit. Vendors must contact Pitt County Environmental Health and **submit a completed application along with a \$75 permit fee 15 days prior to the beginning of the event.** Vendors must be permitted by Pitt County Environmental Health before the sale of any food items to the public can occur. Vendors of non-profit organizations such as churches, social groups, etc. must submit their tax exempt documentation (501(c)3 letter) with the temporary food vendor application in order to be exempt from the \$75 permit fee.

Please read the items in the temporary food permit packet carefully. Included are requests for menus, food sources, equipment to be used and layout of vendor space. If food is not prepared onsite, it shall have been prepared at a facility approved by Pitt County Environmental Health. Documentation must be provided for all food sources. For your convenience a vendor checklist has also been included in this packet. It is the responsibility of the vendor to make sure that the checklist is complete and his/her facility is ready to be permitted.

Permits will be issued to vendors at a time arranged between the organizer and the Environmental Health Specialist. **Denial of a permit means that no food can be sold to the public by that vendor except packaged goods.**

Again, it is the responsibility of the vendor to ensure the temporary food application and \$75 fee or nonprofit documentation is submitted to the Pitt County Environmental Health office 15 days prior to the beginning of the event. Applications along with a check or money order can be mailed to Pitt County Environmental Health at 1717 West 5th Street, Greenville, NC 27834. Applicants paying in person can pay by cash, check or credit card (MasterCard or Visa).

Thank you in advance for your cooperation and good luck with your event!

Pitt County Environmental Health.



HEALTH DEPARTMENT USE ONLY

Date Received: _____
Reviewed by _____
Permit Required: _____ Exempt: _____

Temporary Food Service Vendor Application

This application is required to be completed by all food vendors who intend to sell food to the public at an event where a permit is required. This application must be submitted with the required information **at least 15 calendar days prior to the event**. The Division of Environmental Health does reserve the right to deny any permit request and limit the menu specified on the vendor application. ***If a permit is required, there is a \$75 vendor permit fee that must be paid at the time the application is submitted.**

Event Information

Name of the event: _____
Event Coordinator: _____
Location of Event: _____
Date of set up: _____ Time of set up: _____
Date food sales will begin: _____ Length of event: _____

Vendor Information

Organization/Business name: _____
Contact Person: _____
Contact Number: _____ Alt #: _____
Address: _____ City: _____ State: _____ Zip: _____
Mailing address if different: _____
Email address: _____

If you are a permitted Mobile Food Unit or Pushcart:

Name on Permit: _____ Permit ID# _____
Name of Business: _____
Name of Commissary: _____ County who issued Permit: _____



If you are a non-profit:

Name of Organization: _____

****The 501-c3 exemption letter must be attached with this application. No fee required.**

Exempt food sales: Exempt foods include packaged food items from approved sources, candy, popcorn, cotton candy, candy apples, ice cream, funnel cakes, fudge, snow cones. **Attach menu of food items being sold. No fee required.**

*****Please see the employee health policy attached to this application. All employees who will be working in the Temporary Food Establishment shall submit the included policy with this application. ******

Set-up Information

- 1. Will any food items be prepared at a permitted food service establishment (PFSE) prior to the event? This includes washing vegetables, marinating meat or cooking.**

No: _____

Yes: _____ all food must be prepared in an approved PFSE, not a home kitchen. A letter from the PFSE must be included with the owner/operator listing what they will prepare for you, contact information, a copy of the permit and a copy of the last health inspection.

- 2. Menu Chart: Provide a complete list of all food/menu items; including all condiments and toppings. A produce sink will be required if produce is not purchased prewashed. Be able to provide receipts for food items.**



Food/Menu Items *indicate if food items are raw, cooked, fresh or frozen	Food Supplier/Source of Food Items	Describe Cold Holding location/equipment	Describe Hot Holding location/equipment

**3. Describe how food temperatures be maintained during transport to the event:
(cooler with ice, refrigerated truck, cambro, other)**

4. Source of ice: Commercial bagged ice From approved PFSE

5. Source of water: Water from permitted PFSE Other _____

Public water supplied by organizer (food grade hose and backflow preventer required)

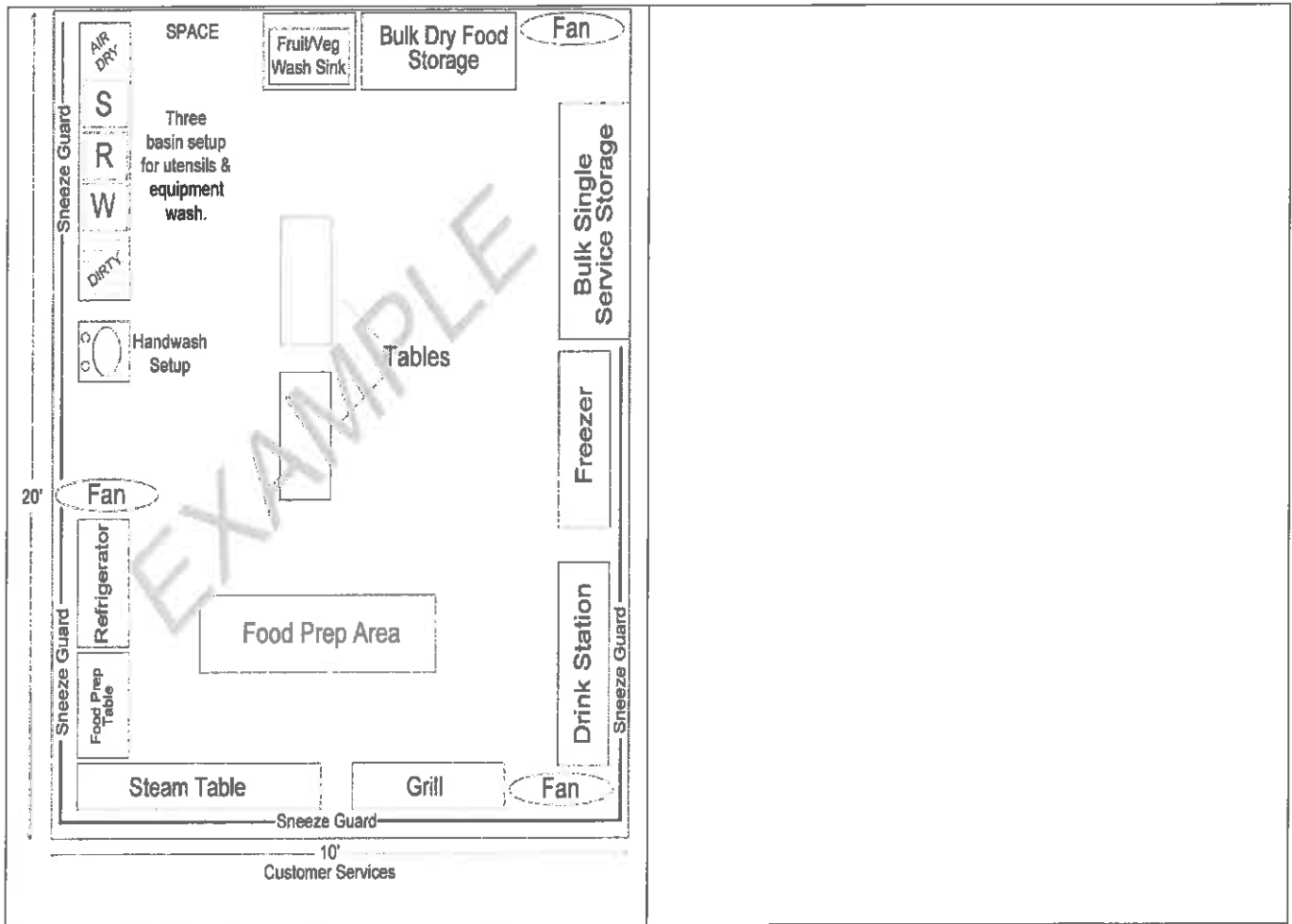


6. **Waste water disposal:** ___Event providing grey water disposal ___Taking back to PFSE

7. **Garbage disposal:** ___Event providing dumpster/pick up ___Other: _____

8. **Is shatter proof/shielded lighting provided for night service:** ___yes ___n/a

9. **Draw or attach a diagram showing the set-up of the TFE. The drawing must include sneeze guard location, hand wash station, utensil wash set up, utensil/air dry space, produce washing (if applicable) cooking equipment, hot/cold holding.**



I hereby certify that the above information is complete and accurate. I understand that:

-Any deviation from the above without prior written permission from Pitt County Environmental Health Department may nullify final approval and prevent issuance of a temporary food establishment permit.

-A pre-opening inspection, with all equipment in place and operational, of the temporary food service establishment is required before the issuance of a permit.

-Food/drink prepared before permitting, without prior approval from Pitt County Health Department, may result in the disposal or embargo of the food/drink items(s).

-Failure to maintain required food temperatures, on the way to the event and during the event, may result in the disposal or embargo of the food/drink item(s) that require temperature control for safety.

-Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ic: Fire Marshal, Federal, State and local authorities)

-Incomplete applications will be denied and returned.

-The Pitt County Environmental Health Department reserves the right to limit the food that is to be prepared or served based on methods of preparation and the adequacy of facilities, equipment, utensils and available utilities as stated in 15A NCAC 18A .2666(e)(7).

Owner/Manager: _____
(Printed name and title)

Owner/Manager: _____
(Signature)

Date: _____



Temporary Food Stand Rules

These conditions must be met to obtain a food-handling permit:

- Food from approved sources and identified
- Raw foods shall be in pre-portioned ready to cook form
- Clean location and equipment
- Food covered and protected
- Utensils and equipment protected (clean and covered)
- Effective measures taken for fly control (example, fly fans, screens)
- Potable running water under pressure
- Ability to heat water (Hand washing and cleaning of utensils)
- Three basins large enough for utensil washing with at least one drainboard (table or counter space)
- Approved employee hand-washing facility w/soap and sanitary towels (Minimum-2 gallon container with free flowing faucet)
- Refrigeration capable of holding food at 45° F or below. Hot holding units capable of holding food 135° F (Non-mechanical coolers must be provided with a drainage port)
- One compartment vegetable prep sink for any vegetable or produce
- Properly mixed sanitizer (50ppm) in a labeled spray bottle
- Sanitizer test strips
- Metal stem thermometer (0° F- 220° F)
- Approved garbage, grease, and gray water disposal
- Only single service is to be used
- Clean food-grade hose for approved drinking and water connections
- Approved ground covering for control of dust and mud
- Adequate lighting for night operation is required and shall be shielded over food prep and serving areas
- Utility connections shall remain connected at all times food is prepared, served or stored
- No smoking, eating or drinking by any employee in the temporary food establishment
- Employees shall have clean outer clothing and exhibit good hygienic practices

**Temporary Food Establishments
Summary of Rules
15 A NCAC 18A .2651, .2665 -.2669
Effective September 1, 2012**

Definitions (.2651)

- **Temporary Food Establishment (TFE) means a FOOD ESTABLISHMENT that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition.**
- **Temporary Food Establishment Commissary (TFEC) means a FOOD ESTABLISHMENT affiliated with a TEMPORARY FOOD ESTABLISHMENT that prepares food in advance or off-site. The TFEC can only operate within seven days of the commencement of the affiliated TFE and no more than 21 consecutive days as clarified in .2665. Must comply with TFE rules.**

TFE and TFEC Commissary Permit Requirements (.2665)

- **The TFE may operate consecutive or non-consecutive days on one permit as long as the days of operation do not exceed 21 days.**
- **Applications shall be submitted at least 15 days prior to the commencement of the event.**
- **Substitute vendor applications at will be accepted at least three days prior to the event.**
- **The regulatory authority has the right to require documentation and contractual agreements as necessary to ensure compliance with the rules.**

TFE Food Handling Requirements (.2666)

- **All sources of food shall comply with Chapter 3 of the 2009 Food Code as amended by Rule .2653. This includes practices such as no-bare hand contact, date-marking, time as a public health control and consumer advisory.**
- **All raw meat, poultry, and fish shall be purchased in ready-to-cook portions, except that cutting and skewering of food products is allowed if adequate preparation areas and equipment are provided.**
- **Salads using ingredients that are cooked and properly cooled are allowed to be served but not prepared on site. (potato salad, chicken salad, pasta salads)**
- **All food preparation and storage shall be maintained onsite or at a permitted temporary food establishment commissary or other permitted food establishment approved by our department.**
- **Food must be secured to protect from tampering and contamination at all times.**
- **Drainage ports are required on insulated coolers used to store refrigerated foods.**
- **Cooling and reheating of PHF/TCS will be allowed ONLY when it can be accomplished in accordance with parameters contained in the food protection rules.**
- **Our office may include additional restrictions based on the adequacy of facilities, equipment, utensils, and utilities.**
- **Food prepared at a prior event may not be served at a subsequent event.**

TFE Employee Requirements (.2667)

- Food employees must comply with good hygienic practices under Part 2-4 of the Code, including food contamination prevention, hair restraints, and animals.
- Employee health policy required in accordance with Subpart 2-201 as amended by Rule .2652. (Form 1-B)

TFE Equipment and Utensil Requirements (.2668)

- Multi-use utensils must be washed in a cleaning solution at a water temperature of at least 110°F, rinsed, and sanitized.
- Multi-use utensils shall be submerged, washed, rinsed, and sanitized in three basins of sufficient size. Drainboard, table or counter space is required for air-drying. Equivalent products and procedures as specified in Part 4-7 of the Code may be used.
- Multi-use eating and drinking utensils, if provided, shall be washed, rinsed, and sanitized in an approved three compartment sink. Drainboards shall be provided.
- A food preparation sink must be provided when washing produce.
- Food shields or other effective barriers are required to protect food and food-contact surfaces from contamination.

TFE Physical Requirements, Miscellaneous (.2669)

- Public access shall be restricted to the food establishment except dining areas.
- Overhead protection is required to protect all food, utensils, and equipment, with the exception of cookers with attached lids being used to cook bulk food such as roasts, shoulders, and briskets.
- Effective measures such as fans, screens, walls, or combination thereof, and ground covering to improve protection from sources of contamination such as dust, mud, insects, and animals shall be provided.
- Handwashing facilities must be at least a two-gallon minimum container with unassisted free-flowing faucet, wastewater receptacle, and warm water.
- All potable water holding tanks, containers, and hoses used to transport or store water shall be washed, rinsed, and sanitized. Containers used to store, haul, or convey potable water shall be approved for potable water use, and shall not be used for any other purpose, and shall be protected from contamination. Potable water hoses and containers shall be labeled. Warm water shall be available and used for cleaning.
- An evaluation for adequacy of portable wastewater containers based on potable water volume is now required. Wastewater containers and hoses shall be labeled and not used for any other purpose. Wastewater containers shall not be emptied into waterways, storm drains, or on the ground. Employees shall have access to toilet facilities that are kept clean and in good repair.
- Shielded or shatterproof lighting fixtures are required.
- Necessary utility provisions required at all times food is prepared, served, or stored in the TFE.
- Toxic materials must be handled in a manner to prevent contamination of food, equipment, and utensils.

FORM
1-B

Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, *Salmonella* Typhi, *Shigella* spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or Hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small) Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella* Typhi), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____